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MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: October 3, 2002

SUBJECT: SAFETY MEETING IDEAS -- OCTOBER 2002

Suggested issues to discuss during your next meeting are:

1. Personal Security Tips

The California Attorney General's Office Crime and Violence Prevention Office provides the following tips on personal Security:

Street Precautions

- Be alert to your surroundings and the people around you, especially if you are alone or it is dark.
- Whenever possible, travel with a friend
- Stay in well-lighted areas as much as possible.
- Walk closely to the curb. Avoid doorways, bushes and alleys where someone could hide.
- Walk confidently, and at a steady pace.
- Make eye contact with people when walking.
- Do not respond to conversation from strangers on the street, continue walking.
- If you carry a purse, hold it securely between your arm and your body.

Car Safety

- Always lock car doors after entering or leaving your car.
- Park in well-lighted areas.
- Have your car keys in your hand so you don't have to linger before entering your car.
- Check the back seat before entering your car.
- If you think you are being followed, drive to a public place.
- If your car breaks down, open the hood and attach a white cloth to the car antenna. If someone stops to help, stay in the locked car, roll down the window a little and ask them to call a tow service.
- Don't stop to aid motorists stopped on the side of the road.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

2. **Safe Lifting Techniques According to the State Compensation Insurance Fund**

Back injuries account for about one in every five job-related injuries in California workplaces. Disabling back injuries are no laughing matter for workers who lose time from work or from personal activities. The sad truth is that most of the pain and lost time can be prevented if you are aware of how the back functions and how to lift safely to protect your back.

The back is a network of fragile ligaments, discs, and muscles which can easily be thrown out of order. The back's complex design breaks down when it's forced to perform activities it was not designed to do. Lifting with the back twisted or bent just begs for a pulled muscle or ruptured disc. One sure way to risk injuring the back is to lift heavy or bulky loads improperly or unassisted. Never be afraid to ask for help with loads that you know you cannot lift safely. Lift with good sense and a little extra help from a co-worker or mechanical aid when necessary.

If you decide you are capable of lifting a light load, make sure you lift correctly.

- Move in so that your feet are close to the base of the object to be lifted.
- Face the object squarely. Bend your knees and squat over the item to be lifted. In this position, the back gets added lifting strength and power from the legs and arms.
- Move up close to the item, because the backbone must act as a supporting column, and it takes the least strain close in.
- Tilt the item on edge with its long axis straight up so that the center of the weight is as high as possible above the ground.
- Still squatting, the feet should be set with legs pointed right at the load, with the back straightened, the worker may then grasp the load with both arms and slowly stand up with it, pushing up with the leg muscles.
- If you can't lift slowly, you can't lift safely.

3. **Mobile Phone Safety**

According to the State Compensation Insurance Fund, a mobile phone can be a useful safety tool for calling road service, reporting accidents and in other emergencies. But a mobile phone can also put you in danger if your phone conversation becomes more important than your driving.

The safest way to use a mobile phone is with your vehicle stopped. If you must make a call from your vehicle, wait until you're stopped at a traffic light to dial, or better still, pull safely off the road, stop, then dial. Look for an easy exit to a rest stop, shopping center, normal curb parking or other area away from hazardous traffic. Stopping on the shoulder of the road can put you in danger.

If you must make a call from your vehicle, follow these recommendations to maximize your safety:

- Be sure your mobile phone is easy to see and reach; out of the case and plugged in.
- Know your phone's buttons so you can keep your eyes on the road while dialing.
- Program frequently dialed numbers in a one or two button memory.
- If you have to dial while driving, dial the first three numbers, check the road, then dial the rest.
- While on the phone, check mirrors frequently and avoid note-taking or looking for other reference material.
- Avoid making calls in heavy traffic, in poor visibility (fog, rain, snow, darkness), and if road conditions require excessive maneuvering (sharp turns, narrow roads).
- Avoid calls that require a high level of mental concentration or if you expect highly emotional exchanges.
- If you do a lot of phoning in your car, invest in a hands-free speaker phone.
- Know the emergency numbers (police, fire, cellular service) for your driving areas. Not all cellular areas use 911.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.